



# DRUMHELLER

## INFRASTRUCTURE SERVICES



### REQUEST FOR QUALIFICATIONS

**PROJECT:** Drumheller Emergency Management Agency – 2019 Exercise Design

**DATE:** September 10, 2019

**FROM:** GREG PETERS  
TOWN OF DRUMHELLER REPRESENTATIVE

**DATE SUBMISSION REQUIRED:**

YEAR: **2019** MONTH: **SEPTEMBER** DAY: **19** TIME: **2:00 PM** Local Time

**- SUBMIT RESPONSE IN A CLEARLY MARKED & SEALED ENVELOPE -**

**Attention :** TOWN OF DRUMHELLER  
224 Centre Street  
Drumheller, Alberta T0J 0Y4  
Attention: Darryl E. Drohomerski, C.E.T.  
Chief Administrative Officer

**“SOQ– Drumheller Emergency Management Agency – 2019 Exercise Design”**

## **SECTION #1**

INITIATOR OF REQUEST: Greg Peters, Director of Emergency/Protective Services

YEAR: 2019      MONTH: September      DAY: 11

### **1. SCOPE OF WORK:**

The Town of Drumheller Emergency Management Agency (DEMA) is providing input to the Drumheller Flood Mitigation and Climate Adaptation System, Project Office to aid in the design and construction of the system. As elements of the flood mitigation system will not be implemented for a number of years, temporary works and interim measures need to be identified and implemented to mitigate flood effects.

Drumheller has recently undertaken training of all staff to an ICS 100 level and have held workshops to further inform the ICS approach and identify persons to fulfill leadership.

In an effort to integrate the DEMA organizational structure with the needs of mitigation of a flood event the Town is embarking on a 5 year exercise and engagement rotation.

The Town wishes to have interested parties identify their capabilities and qualifications to aid in the delivery of an exercise on October 23, 2019 and possibly subsequent years.

Statements of Qualification (SOQ) and Interest should demonstrate similar projects, qualification and experience of staff, and identify candidates who may be considered to deliver the exercise in Drumheller. The SOQ will include identification of associated fees that would form the basis of a negotiated sum for the October 23, 2019 exercise.

Proponents will outline their licensure, insurance, accreditation and sample terms and conditions for such an assignment.

### **Scope:**

The current Budget for this exercise is \$5,000.

The Town will look for guidance and input from the selected contractor to complete the details of the exercise along the following framework and time lines:

## **DRUMHELLER EMERGENCY MANAGEMENT AGENCY EXERCISE AND ENGAGEMENT ROTATION**

	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>
1 Drum + Caimt + Regional + Provincial	Provincial Exercise 2020 POC Edmonton	Flood Orientation Workshop Stockpile Foothills	Flood Readiness Workshop OPS Team Drumheller	Drum Exercise ICC Drum
2 Drum + Caimt + Regional + Provincial	Provincial Exercise 2021 POC Edmonton	Flood Orientation Workshop  Drumheller	Flood Readiness Workshop OPS Team Drumheller	Drum Exercise ICC Drum
3 Drum + Caimt + Regional + Provincial	Provincial Exercise 2022 POC Edmonton	Flood Orientation Workshop TBD	Flood Readiness Workshop OPS Team Drumheller	Drum Exercise ICC Drum
4 Drum + Caimt + Regional + Provincial	Provincial Exercise 2023 POC Edmonton	Flood Orientation Workshop TBD	Flood Readiness Workshop OPS Team Drumheller	Drum Exercise ICC Drum
5 Drum + Caimt + Regional + Provincial	Provincial Exercise 2024 POC Edmonton	Flood Orientation Workshop TBD	Flood Readiness Workshop OPS Team Drumheller	Drum Exercise ICC Drum

## **DRUMHELLER FLOOD EXERCISE 2019 - OCTOBER 23, 2019**

### **OUTCOMES:**

- a) Reinforce the organizational training of ICS and DEMA (Drumheller Emergency Management Agency) for Flood Mitigation and Climate Adaptation. Demonstrate escalation rates of resources required to match pace of event.
- b) Demonstrates the requirement to forecast needs (resources, time, funds) to gain assistance in an escalating event. Demonstrates need for roster to maintain efforts.
- c) Demonstrates escalation triggers: ice breakup, flood season May 15-July 15, weather forecasts, river forecasts, flow monitoring, flood readiness, public alerts, activation ICC, typed events, response and recovery. Confirm fluidity of transition from response to recovery.

### **Drumheller Exercise 2019**

Audience - Town Council/Observers/ Guests

Participants – Level 1 - Senior Admin – Greg Peters, Darryl Drohomerski, Barb Miller, Dave Brett, Sean Wallace

Participants – Level 2 – Public Works, Facilities, Fire Chief, Deputy Fire Chief, Finance, GIS, ESS, Admin support

COHORT I– Water & Wastewater system, Alta Gas, ATCO, Big Country Gas, Telus, Rogers, Shaw

COHORT II– Partners – Dickson Dam, Royal Tyrell Museum, Starland County, Kneehill County, Wheatland County, S.A. AEMA, CAIMT, ESS

COHORT III– Observers & Guests – EMA Siksika, RCMP, Penitentiary, Parks/Fish & Wildlife, Safety Codes, Municipal Assessors, IBC

COHORT IV - Earth Movers, Debris Management, Remediation Specialists, Infrastructure Specialist, Pumping Contractors

Kit/Material Location: Badlands Community Facility or Incident Command Centre (2<sup>nd</sup> Floor P/W)

Time: 0900 – 1400

Coffee, Lunch, Snacks, Swag, HVAC, Janitorial

Items Needed: ICS vests, white board, work tables, printers, communications, identity cards, lanyards, scenarios

Floor Plan – Room/Workstation Assignment

Exercise Design: 3 Outcomes – Context use 2005 event as basis

- Flood focused
- Stress with Rain
- Stress with Breach
- 6 inputs max.
- Wrap / cheer
- Final report

### **TIMELINE:**

RFQ	APC September 11-19. 2019
Engage Contractor	September 20, 2019
Contractor Draft 1	October 10, 2019
Scenarios/Design	October 16, 2019
Exercise	October 23, 2019
Final Report	November 10, 2019

**EVALUATION CRITERIA:**

- Each response received will be considered, in part, on the following basis among other factors such as reputation, performance on other projects, and costs. The Town of Drumheller will have the sole and unfettered discretion to award up to the points for each criterion listed below.

<b>CRITERIA</b>	<b>WEIGHTING</b>
Cost	25
Qualifications	25
Experience	25
References	25

**NOTE: FINAL PROCUREMENT WILL FOLLOW THE TOWN OF DRUMHELLER PURCHASING POLICY.**

**SECTION #3 (TO BE COMPLETED BY CONTRACTOR)**

**REFERENCES:**

**Company Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**We the undersigned hereby present our Statement of Qualifications for consideration by the Town of Drumheller**

**Company or Individual(s)** \_\_\_\_\_

PRINT NAME OF AUTHORIZED PERSON: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_